



Southern Business School

of  
**NAMIBIA**

PROUDLY PART OF  
**STADIO**

Private Bag 13026, WINDHOEK / 24 Wagner Street, Windhoek West  
Tel: +264 (0) 61 308 781 Fax: +264 (0) 61 308 782 / 088 655 4571 Email: [sbsnamibia@sbs.ac.za](mailto:sbsnamibia@sbs.ac.za) / [naminfo@sbs.ac.za](mailto:naminfo@sbs.ac.za) Web: <http://sbs.ac.za>

A12-N

## APPLICATION FOR ADMISSION - MASTER OF MANAGEMENT OR MASTER OF POLICING PRACTICE

NAME OF QUALIFICATION:				Indicate with X
A	MASTER OF MANAGEMENT - OPTION 1: RESEARCH BASED			
B	MASTER OF MANAGEMENT - OPTION 2: COURSEWORK			
C	MASTER OF POLICING PRACTICE - OPTION 1: RESEARCH BASED			
D	MASTER OF POLICING PRACTICE - OPTION 2: COURSEWORK			
<b>1. PERSONAL DETAILS</b>				
1.1	SURNAME			
1.2	INITIALS		1.3	TITLE (Prof/Dr/Mr/Ms)
1.4	ID NUMBER		1.5	PASSPORT NUMBER (If not holder of SA ID)
1.6	CONTACT TEL NUMBER/S		1.7	EMAIL ADDRESS

2. HIGHEST QUALIFICATION OBTAINED		
QUALIFICATION		
MAJORING IN		DATE OBTAINED
NAME OF INSTITUTION		
PLEASE ATTACH CERTIFIED COPIES OF YOUR ACADEMIC RECORD/S		

3. EMPLOYMENT DETAILS			
CURRENT EMPLOYMENT		PREVIOUS EMPLOYMENT	
NAME OF INSTITUTION		NAME OF INSTITUTION	
ADDRESS OF INSTITUTION		ADDRESS OF INSTITUTION	
POSTAL CODE		POSTAL CODE	
INSTITUTION CONTACT No		INSTITUTION CONTACT No	

Southern Business School of Namibia (PTY) Ltd. Directors: CPD Vorster, AM Jacobs & C Knoetze. Registration Number: 2017/0727

Southern Business School is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997. Registration Certificate Number: 2002/HE07/015

POSITION HELD		POSITION HELD	
NUMBER OF YEARS EMPLOYED		NUMBER OF YEARS EMPLOYED	

#### 4. REQUEST FOR APPLICATION

I, WISH TO APPLY FOR THE MASTER OF MANAGEMENT/MASTER OF POLICING PRACTICE.			
APPLICANT'S SIGNATURE		DATE	
RECEIVED BY (Southern Business School Office)		DATE	

#### 5. PLEASE ATTACH THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION FORM

Documents required	Documents received	
	Applicant - YES/NO	SBS Office - YES/NO
Certified copy of ID		
Curriculum Vitae		
Certified copy of Matriculation Certificate		
Certified copies of full academic record/s		

#### 6. TERMS AND CONDITIONS

- 6.1. Southern Business School only admits a limited number of students on an annual basis.
- 6.2. Students not successful in gaining admission may re-apply again during the next cycle.
- 6.3. Complete the application form (A12-N), pay N\$440 and submit application to [masters@sbs.ac.za](mailto:masters@sbs.ac.za) or fax it to +27 (0) 86 528 7477.
- 6.4. **Due Date for Applications and Duration of the Qualification:**
  - Please refer to the PROCEDURES of the relevant qualification.
  - If the qualification is not completed within five (5) years from the initial (first-time) registration date, the student must re-register for the qualification by paying the full amount.

#### ADMISSION REQUIREMENTS

Admission is subject to academic selection criteria. The minimum entry requirements for a Master qualification are the following:

- A Southern Business School Bachelor of Business Administration Honours degree or Bachelor of Policing Practice Honours degree or a relevant equivalent qualification.
- Achieved an average mark of 65% at Honours level for Option 1: Research Based and an average mark of 55% for Option 2: Coursework applications. Intensive exposure to the various disciplines of management (at least five subjects) is required.
- Should the applicant apply with a postgraduate diploma on NQF level 8 (minimum 120 credits), please note he/she must also have a B-degree.
- A minimum of 4 years relevant work experience in a managerial capacity.
- Proficiency in English.
- Computer literacy.
- Access to the Internet.
- Be in a position to submit a research proposal.

#### MINIMUM TECHNICAL REQUIREMENTS

- Reliable broadband Internet access.
- Firefox/Internet Explorer/Chrome web browser.
- Microsoft Word.
- PDF viewer.

- Ability to scan and upload documents.
- E-mail/mobile phone for notification and communication.
- Skype facilities.

#### COMPULSORY WORKSHOP

- Students must attend the workshop at the Southern Business School Campus in Windhoek. Please refer to the PROCEDURES of the relevant qualification for more details.
- The workshop is scheduled for February/March during the first semester and July/August during the second semester.
- The key issues of developing a proposal, gathering the required data and writing the research dissertation/mini-dissertation will be covered during this workshop.

#### COST

- Please refer to the PROCEDURES of the relevant qualification for the cost of the qualification and the method of payment.
- In case of non-payment, the student will not be allowed to continue with the next phase of the programme until the necessary payment/s have been made.
- N\$440 to be paid as Application Fee. **Proof of payment must accompany this application form.**

**PAYMENT REFERENCE: ID number (MAS) or SBS student number**

#### BANKING DETAILS

BANK	<b>BANK WINDHOEK</b>
NAME OF ACCOUNT HOLDER	<b>SOUTHERN BUSINESS SCHOOL NAMIBIA</b>
ACCOUNT NO	<b>8002481319</b>
BRANCH	<b>WINDHOEK</b>
BRANCH CODE	<b>481972</b>
TYPE OF ACCOUNT	<b>CHEQUE ACCOUNT</b>

AFTER COMPLETING AND SIGNING THIS APPLICATION,  
PLEASE E-MAIL THIS FORM WITH ALL THE SUPPORTING DOCUMENTS TO  
[masters@sbs.ac.za](mailto:masters@sbs.ac.za) or fax it to +27 (0) 86 528 7477

REMEMBER TO ATTACH PROOF OF PAYMENT OF N\$440 (APPLICATION FEE) TO THIS APPLICATION!